



Title: Associate Environmental Specialist

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Work Location: Los Angeles, California,

Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.6 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and sixteen hydroelectric power plants.

ASSOCIATE ENVIRONMENTAL SPECIALIST

Metropolitan's Water Systems Operations Group, Operational Safety and Regulatory Services Section, currently has one (1) opening for Associate Environmental Specialists in the Regulatory Program Support Team. The position is located at Metropolitan's Headquarters in Los Angeles, California.

JOB SUMMARY

As an Associate Environmental Specialist you will develop and conduct environmental studies and projects for multiple sites. You will have responsibilities with hazardous materials, air quality, wastewater management, and environmental management information system software.

You will utilize online systems, such as the California Environmental Reporting System (CERS), Geotracker, SCAQMD Permit Database, CalOES Spill Reporting Database, DTSC Hazardous Waste Tracking System, and Google maps as essential tools to complete various environmental projects, plans, and permits.

You will have an active role in the using SharePoint and other collaboration and cloud-based

products to computerize existing and future EHS records in addition to monitoring federal, state, and local environmental laws, regulations and issues that may directly or indirectly impact Metropolitan while working with compliance issues and recommending updated tools and systems as needed.

Strong focus, attention to detail, the ability to effectively communicate at a high level and maintain positive relationships with both internal customers and regulatory agencies is critical.

This position will require periodic travel and some overnight stays at Metropolitan facilities throughout southern California.

JOB DUTIES

GENERAL

1. Plans, coordinates, and conducts environmental studies and projects, including monitoring quality, budget, schedule, and compliance with environmental specifications, rules, regulations, and laws.
2. Researches, analyzes, and prepares documentation for compliance with environmental guidelines and project improvements that minimize environmental impacts.
3. Prepares and disseminates information regarding pertinent regulatory and legislative issues.
4. Prepares technical reports and may conduct presentations.
5. Interfaces with regulatory agencies at Metropolitan facilities to coordinate environmental projects and address issues.
6. Reviews consultants' work, prepares and processes work orders, and may participate in the selection process and administration of professional services agreements.
7. Coordinates internal review of documents from external entities and compiles comments.
8. Prepares checklists, protocols, procedures, and manuals.
9. May participate on a project team.

ENVIRONMENTAL HEALTH AND SAFETY

1. Prepares curriculum materials and conducts training.
2. Performs sampling, packaging, chain of custody, and shipping related to wastewater and hazardous substances.
3. Maintains environmental regulatory permits.
4. Develops and implements environmental programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines, and procedures.
5. Conducts inspections for compliance with environmental program requirements. Participates on program audit and assessment teams. Documents results and participates in corrective action development where deficiencies are found.
6. Responds to emergency calls or events and ensures compliance with applicable environmental procedures and standards.

Work Schedule: 9/80, Mon - Friday with Alternate Fridays Off

Job Selection Criteria

- 15% Oral Communication
- 15% Written/Technical Communication
- 15% Interpersonal Effectiveness and Teamwork
- 55% Technical /Analytical Knowledge and Experience

Required Skills

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or two years in an MWD Assistant Environmental Specialist II classification; or Masters degree from an accredited college or university in a related field and two years of relevant experience.

Related Field is defined as: an area within Engineering, Environmental Science, or Environmental Studies.

Relevant Experience is defined as: work experience with environmental compliance issues pursuant to local, county, state and federal environmental requirements

General Required Knowledge of: Theories and practices of environmental science, methods, and techniques used to conduct environmental analyses and investigations; principles and practices of technical research, analyses, and report preparation; applicable federal, state and local laws, codes, and regulations; and current office technology and equipment.

Environmental Health and Safety Required Knowledge of: Analytical protocols and scientific terms used in water and hazardous material testing; laboratory data analysis and interpretation used to conduct environmental investigations, and water treatment and distribution processes and operations.

General Required Skills and Abilities to: Make presentations; negotiation skills; analytical skills; use spreadsheets, databases, presentation applications and project management tools; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

License: Valid California Class C Driver License that allows you to drive in the course of your employment is required at time of application.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, some of the time will involve some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment is primarily in an office setting involving everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. However, some of the time may be outdoors that may involve moderate risks or discomforts. Employees may be required to use protective clothing or gear such as coats, boots, sunglasses and gloves.

Vision Requirements: No special vision requirements.

Benefits

BENEFITS

- Competitive compensation
- Excellent medical, dental, life, vision and retirement plans, including pension plan and 401k (with matching contribution), tuition reimbursement, and more
- Training and advancement opportunities
- On-site fitness center
- Excellent working environment
- Hub of public transportation: rail, subway, buses, and taxis
- Public transportation reimbursements and van pools

For more information on MWD benefits, please use the following link:

http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities, who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

MWD is a Federal and State EO employer – Veterans/Disabled and other protected categories

Kind: Full Time

Level: Staff Position

Apply

To apply for this position, please copy and paste the following link into your browser address bar:

<https://mwdh2o.contacthr.com/62922749>

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